

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE - EXHIBIT: PERSONAL DIGITAL DEVICE
USE GUIDELINES**

<i>EXHIBIT CODE:</i>	<i>608 E 002</i>
Policy Reference: 608 – Personal Digital Devices	Procedure Code Reference: 608 P 001 – Personal Digital Devices

EXHIBIT

The following set(s) of guidelines can be used to support schools in developing their school- based procedures as outlined in Policy 608 – Personal Digital Devices.

Approved: December 2024

High School Sample

We want our students to be healthy, happy, and engaged learners.
We hope our students pursue growth and aim to be their best selves.

To support student learning at {Name of school}, we have developed guidelines for the use of personal digital devices.

Personal Digital Device Definition

- Any device that has internet access, texting, music or gaming capabilities.

Personal Digital Device {Sample} Guidelines

- Students are strongly encouraged to keep their personal digital devices at home. If students choose to bring their digital devices to school, our staff are not responsible for lost, stolen or damaged devices.
- Personal digital device is in your bag, in your locker, or the space provided by your teacher (not on your person)
- Headphones/earbuds are not in use during teacher instruction
- No personal digital devices in washrooms or changerooms
- SmartWatch notifications are turned off during instruction
- Teachers will indicate if there are specific learning situations that support personal mobile device use
- Students are welcome to access their devices during breaks and/or lunch {as defined by school}

FAQs	Answer
How can I reach my child if I need to contact them?	In the event of an emergency, you can always contact your child through the office at {403-.....} Every classroom has a telephone. The office can call your child's classroom so you can connect with them.
What will happen if my child is struggling with the guidelines?	Teachers will reach out to parents to work together to help your child understand the new guidelines. Teachers will connect with Administrators for support if your child continues to struggle.
Why are you implementing these guidelines?	The province of Alberta Ministerial Order directs schools to review their policies. We believe (and the research supports) that personal digital device use having a negative impact on student learning, engagement, mental health, and social and emotional development.

We believe in implementing these guidelines with care and compassion. We want to support students in understanding how personal digital devices impact their learning and wellbeing. We also want to teach our students how to use personal digital devices appropriately and in a healthy way. Thank you for your support!

School Name/Logo

Middle School Sample

We want our students to be healthy, happy, and engaged learners.
We hope our students pursue growth and aim to be their best selves.

To support student learning at {Name of school}, we have developed guidelines for the use of personal digital devices.

Personal Digital Device Definition

- Any device that has internet access, texting, music or gaming capabilities.

Personal Digital Device {Sample} Guidelines

- Students are strongly encouraged to keep their personal digital devices at home. If students choose to bring their digital devices to school, our staff are not responsible for lost, stolen or damaged devices.
- Personal digital device is in your bag, in your locker, or the space provided by your teacher (not on your person)
- Headphones/earbuds are not in use during teacher instruction
- No personal digital devices in washrooms or changerooms
- SmartWatch notifications are turned off during instruction
- Teachers will indicate if there are specific learning situations that support personal mobile device use
- Students are welcome to access their devices during breaks and/or lunch {as defined by school}

FAQs	Answer
How can I reach my child if I need to contact them?	In the event of an emergency, you can always contact your child through the office at {403-....} Every classroom has a telephone. The office can call your child's classroom so you can connect with them.
What will happen if my child is struggling with the guidelines?	Teachers will reach out to parents to work together to help your child understand the new guidelines. Teachers will connect with Administrators for support if your child continues to struggle.
Why are you implementing these guidelines?	The province of Alberta Ministerial Order directs schools to review their policies. We believe (and the research supports) that personal digital device use is having a negative impact on student learning, engagement, mental health, and social and emotional development.

We believe in implementing these guidelines with care and compassion. We want to support students in understanding how personal digital devices impact their learning and wellbeing. We also want to teach our students how to use personal digital devices appropriately and in a healthy way. Thank you for your support!

School Name/Logo

Elementary School Sample

We want our students to be healthy, happy, and engaged learners.
We hope our students pursue growth and aim to be their best selves.

To support student learning at (Name of school), we have developed guidelines for the use of personal digital devices.

Personal Digital Device Definition

- Any device that has internet access, texting, music or gaming capabilities.

Personal Digital Device {Sample} Guidelines

- We strongly encourage students not to bring a device to school.
- Should students bring a device to school, they should ensure the personal digital device is in their bag, in a locker or cubby, or the space provided by your teacher (not on your person)
- Headphones/earbuds are not in use during teacher instruction
- No personal digital devices in washrooms or changerooms
- SmartWatch notifications are turned off during instruction
- Teachers will indicate if there are specific learning situations that support personal digital device use

FAQs	Answer
How can I reach my child if I need to contact them?	In the event of an emergency, you can always contact your child through the office at {403-...} Every classroom has a telephone. The office can call your child's classroom so you can connect with them.
What will happen if my child is struggling with the guidelines?	Teachers will reach out to parents to work together to help your child understand the new guidelines. Teachers will connect with Administrators for support if your child continues to struggle.
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School Name/Logo